

STATE OF HAWAII
REAL ESTATE APPRAISERS
www.hawaii.gov/dcca/pvl

**COURSE PROVIDER AGREEMENT – APPROVAL REQUEST FOR PRE-LICENSING
EDUCATION/CONTINUING**

EDUCATION

Course Provider Name

Type of Organization

Business Address

FOR OFFICE USE ONLY	
Hours:	Index number _____
Requested _____	Reviewed by _____
Approved _____	Approved by _____
	Date approved _____
	Amended date _____

Contact Person _____ Phone No. _____

Name of course _____

Location of Courses _____ Date(s) of Course _____

Approval for _____ hours for: ☐ education credit AND/OR ☐ continuing education is hereby requested. The subject topics that are covered are in compliance with Chapter 114, Hawaii Administrative Rules, entitled “*Real Estate Appraisers*” as designated below (check applicable items).

<u>EDUCATION-PRE-LICENSE OR CERTIFICATE</u>	<u>FOR CONTINUING EDUCATION</u>
<input type="checkbox"/> Influences on real estate value	<input type="checkbox"/> Ad valorem taxation
<input type="checkbox"/> Legal considerations in appraisal	<input type="checkbox"/> Arbitrations
<input type="checkbox"/> Types of value	<input type="checkbox"/> Business courses related to real estate appraisal
<input type="checkbox"/> Economic principles	<input type="checkbox"/> Construction estimating
<input type="checkbox"/> Real estate markets and analysis	<input type="checkbox"/> Ethics and standards of professional practice
<input type="checkbox"/> Valuation process	<input type="checkbox"/> Financial markets and cost of capital
<input type="checkbox"/> Property description	<input type="checkbox"/> Land use planning, zoning, and taxation
<input type="checkbox"/> Highest and best use analysis	<input type="checkbox"/> Litigation
<input type="checkbox"/> Appraisal math and statistics	<input type="checkbox"/> Management, leasing, brokerage, time sharing
<input type="checkbox"/> Sales comparison approach	<input type="checkbox"/> Property development
<input type="checkbox"/> Site value	<input type="checkbox"/> Real estate appraisal (valuations/evaluations)
<input type="checkbox"/> Cost approach	<input type="checkbox"/> Real estate financing and investment
<input type="checkbox"/> Income approach	<input type="checkbox"/> Real estate law
<input type="checkbox"/> Valuation of partial interests	<input type="checkbox"/> Real estate litigation
<input type="checkbox"/> Uniform standards of professional appraisal practice	<input type="checkbox"/> Real estate appraisal related computer applications
<input type="checkbox"/> Narrative report writing	<input type="checkbox"/> Real estate securities and syndication
	<input type="checkbox"/> Real property exchange
<p>In compliance with the requirements, the provider agrees that the course shall:</p> <p>(a) Be at least 15 hours in length;</p> <p>(b) Offer an examination pertinent to the course;</p> <p>(c) Be equivalent in content and complexity to a college or professional level course;</p> <p>(d) Contribute to the professional competence of participants; and</p> <p>(e) Not consist of nonsubstantive material such as, but not limited to, personnel management or computer programs not related to the appraisal practice.</p>	<p>The course provider agrees the course is at least 2 hours in length</p>

List the names of the course instructors:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have the course instructor(s) or administrator(s) of the course provider had any disciplinary action taken against them by any jurisdiction? YES NO

Our instructors have knowledge and competency in the subject matters. YES NO

The provider agrees to:

- Submit
2
Copies** {
- 1) Submit the following information:
 - a) Course instructor(s) qualifications to teach the course.
 - b) If there are multiple instructors for a course, identify the part of the course that will be covered by each instructor;
 - c) Course description;
 - d) Course objectives;
 - e) Detailed course schedule (include number of minutes spent on each topic); and
 - f) Course materials.
 - 2) Submit, upon request, a copy of the course examination for review;
 - 3) Provide completion certificates to attendees within 60 days of completion of the course/examination. Completion certificates shall include information regarding the number of classroom hours, whether there was successful passage of the course examination and the index number assigned to the course by the director;
 - 4) Permit the director or the director's representative to audit the course at no cost to the director or the director's representative;
 - 5) Provide that nonmembers of the association or organization may apply for the course without membership in the association or organization on the same terms and conditions as members of the association and organization;
 - 6) Keep attendance records for a minimum of three years; and
 - 7) Provide that attendees may take no more than one make-up examination as long as the examination is taken within ninety days of the ending date of the course.

APPLICATION FEE: Attach a check of \$25 made payable to: Commerce and Consumer Affairs.
Application fee is not refundable.

I certify that the answers and statements in this "Course Provider Agreement-Approval for Pre-licensing Education/Continuing Education" form and the attached documents are true and correct.

Signature of CEO or individual responsible
for administration of educational offerings

Title

Print/Type Name

Date

Mail to:

Real Estate Appraiser Program
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96813
Phone: (808) 586-2704